



नेशनल ऑटोमोटिव टेस्ट ट्रैक्स

NATIONAL AUTOMOTIVE TEST TRACKS

Tender Document

For

Repairing of MS Rolling Shutter of Client Workshop No. 4 & 11

At

NATRAX

PITHAMPUR, DIST. DHAR (Madhya Pradesh)

Tender No. - NATRAX/PROC/C&I/25/87

नेशनल ऑटोमोटिव टेस्ट ट्रैक्स

राष्ट्रीय मोटर वाहन बोर्ड (एनएबी) की एक इकाई

NH-52, पुराना आगरा-मुंबई राजमार्ग,

पीथमपुर फ्लाईओवर के बगल में,

पोस्ट खंडवा (पीथमपुर के पास)

धार जिला, मध्य प्रदेश -454774

Phone: +919893892310, Fax - 07292-256101

Email: a.prabhakar@natrip.in, anuj.kumar@natrip.in

National Automotive Test Tracks (NATRAX)

A unit of National Automotive Board (NAB)

NH-52, Old Agra- Mumbai Highway

Next to Pithampur Flyover

Post Khandwa (Near Pithampur)

Dhar District, Madhya Pradesh-454774

Phone: +919893892310, Fax - 07292-256101

Email: a.prabhakar@natrip.in, anuj.kumar@natrip.in

1. General Instructions:

National Automotive Test Tracks (NATRAX) is an Automotive Testing & Certification Centre under National Automotive Board (NAB) which is an autonomous body constituted by Ministry of Heavy Industries, Government of India. NATRAX has been set up on approx. 3000 acres of land for comprehensive testing and evaluation of all types of automobiles, near Pithampur, Dist. Dhar, (Madhya Pradesh, India).

The National Automotive Test Tracks (NATRAX), invites **Password Protected OR Sealed Quotations/Bids** from the experienced bidder(s) in the prescribed Proforma for performing, executing and implementing the works on the terms and conditions contained in this Bid document, under Limited Tender Enquiry (LTE). Brief description of works and the timelines for NIQ/tender are summarised in the table below:

Description of Work	Period of Contract	Date of start of floating of tender	Last date for submission of Bid	/ Date & Time of Bid opening
Repairing of MS Rolling shutters of client workshop no. 04 & 11 at NATRAX	10 Days from the date of Issue of Work Order.	17 th Jan 2025	23 rd Jan 2025 at 1500 Hrs	23 rd Jan 2025 at 1530 Hrs

2. Quotations/Bid Submission details:

- a. **Password protected** Bid/Quotation is to be submitted by the Bidder at the following email ID's not later than the aforesaid time & date or as next convenient date & time on pre-intimation.

[mail to: a.prabhakar@natrip.in](mailto:a.prabhakar@natrip.in), anuj.kumar@natrip.in, je.procurement@natrax.in;

OR

Sealed Bids/quotations may also be submitted in the hard copy in **sealed envelopes at NATRAX Hub office** in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode considering the ongoing Covid pandemic.

- b. No Bids will be accepted after the aforesaid date and time. However, on exceptional cases, NATRAX reserves the right to extend the time/last date of submission of Bid to a next convenient date/time before opening of the Bids. **Bids sent telegraphically or through other means of transmission (telefax, etc.) which are not Password Protected shall be treated as defective, invalid and shall stands rejected.**
- c. NATRAX shall not be responsible for any delays for non-receipt /non-delivery/or any technical errors or due to wrong addressee. Bidders may confirm the receipt of their Bids submission from NATRAX

d. **Disclaimer:**

NATRAX reserves all rights to accept/ reject/modify/split any or all proposals without assigning any reasons. Bidders shall not have any cause of action or claim against NATRAX for any of its decisions.

. For NATRAX



Head Procurement & Stores

This tender further contain four Annexures

- A. Annexure-I (A)-Instructions to Bidders (ITB)
- B. Annexure-I (B)- Special conditions of contract.
- C. Annexure-II- Technical Conditions of contract/Specification/Drawings & Design.
- D. Annexure III- Financial Proposal
- E. Annexure-IV- Method of submission (in case of Bid submission through online mode).

A. ANNEXURE I (A)- INSTRUCTION TO BIDDERS (ITB)

1. Bidders are required to submit their Bids in single File in a **Password Protected PDF format**, named as "**Quotation/Bid for Tender No. NATRAX/PROC/C&I/23/-----**" on the **subject of the email, containing**, as given below. The **Password Protected** Quotations/Bids shall be submitted at the mentioned email ID(s) before the closure of Bid submission date/time.

OR

Sealed Bids/quotations may also be submitted in the hard copy in a sealed envelope at NATRAX office in the aforesaid date and time. However, Bidders are encouraged to Bid/quote through electronic mode through email only.

- a) The **Password Protected document** marked as "**Quotation/Bid for Tender No. NATRAX/PROC/C&I/23/-----**" should consist of all the documents like "Registration of Firm/GST/PAN etc, complete seal & sign copy of this tender document and Quotation for the scope of work".

OR

In case of offline Bid submission, the sealed envelope marked as "**Quotation/Bid for Tender No. NATRAX/PROC/C&I/23/-----**" shall consist of all the documents like "Registration of Firm/GST/PAN etc, complete seal & sign copy of this tender document and Quotation for the scope of work".

- b) **Incuse of online Bid submission, the password of the documents shall be submitted by the Bidders at the time of the Bid opening.**
- c) *The bidders are advised to submit the bid after duly signed submitted on each page, the bids received without sign and numbered may be rejected by NATRAX.*

For bids received through online mode, all bidders shall be requested to attend the bid opening through virtual mode and separate online meeting link for Bids opening shall be communicated by NATRAX.

For bids received through Offline Mode, all bidders may visit NATRAX office based on the given date and time for Bid opening.

2. Bid Opening:

The Bids shall be opened by Committee of NATRAX and the quoted rates of all the bidders shall be announced at the date and time given in this tender.

For the evaluation of rates the eventual Bid prices shall be ascertained after considering all the terms and conditions associated with the Bid price specified in the Financial Bid document and after detailed scrutiny of the financial bid.

No Bidder shall be allowed to propose/carry out any revision / correction / modification in his Price Bid offer.

If there is a discrepancy between the sub total/s and the total price that is obtained by multiplying the unit price and quantity/adding the sub total/s, the sub total/s shall prevail and the total price shall be corrected, unless in the opinion of the Employer that there is an obvious misplacement of the decimal point in the sub total price, in which case the total price as quoted shall govern and the sub total/s shall be corrected;

If there is an error in a total, corresponding to the addition or subtraction of sub totals, the subtotal/s shall prevail and the total shall be corrected; and The Bidder needs to fill the rates against each item in word as well as in figures as mentioned in BOQ (Financial Bid). In case of any discrepancy, the rate provided in word shall prevail and correct the amount against the item. **All the prices should be inclusive of all taxes and GST.**

The amount stated in the Letter to Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the Bidder does not accept the corrected amount of Bid, the bid will be rejected.

3. **Contract Negotiations:** Contract negotiations, if any, will be held before the issuance of Letter of Acceptance/ Notification of Award. The negotiation shall conclude with a revised offer letter from the successful bidder, affecting the discounts if any and accepted by NATRAX.

4. Award of Work:

- a) Prior to the expiry of the period of Bid validity prescribed, NATRAX will issue to the Successful Bidder, the Work Order. The Successful Bidder shall return one copy of the Work Order to NATRAX duly acknowledged and signed by the authorized signatory, within two [2] days of receipt of the same by him.

- b) NATRAX shall notify all the unsuccessful Bidders and discharge/ return their Earnest Money Deposit. No correspondence will be entertained by NATRAX from the unsuccessful Bidders.

5. Validity of bids:

The rate quoted should be valid for a **minimum period of 90 days** from the last date of Submission of Quotation. No claim for escalation of rate will be considered at any point of time.

6. Prospective bidders requiring any clarification of the Tender may write to a.prabhakar@natrip.in; anuj.kumar@natrip.in,

7. The Bids / related correspondences shall be made in English language.

8. The Contract shall be governed by the terms and conditions specified in this tender document including amendments, work order etc.,

9. All Bidders are hereby explicitly informed that “CONDITIONAL OFFERS” or “OFFERS WITH DEVIATIONS” from the conditions of Contract, the quotation not meeting the minimum eligibility criteria, technical specifications, or any other requirements as stipulated in the Tender documents are liable to be “REJECTED”.

10. Tender Fee & Exemptions: -

- a) This tender is free of cost.
- b) If registered under Startups and “Micro & Medium Small Enterprises” (MSME’s), supporting documents need to be submitted to avail exemption from Earnest Money, subject to verification of certificate.
- c) *The Benefits & Exemptions for Startups and MSME Bidders (Udhyam Registration Certificate) - the exemption from prior turnover & experience & price benefit (under Class 1, 2 & 3) may be given as per the guideline.*

11. The Bidders are expected to carefully examine all the contents of the Tender documents/NIQ including instructions, conditions, terms, specifications, drawings (if any), shall inspect the Site with prior notice to NATRAX and at Bidders own cost, acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto & take them fully into account before submitting their offer. Failure to comply with the requirements as detailed in these documents shall be at the Bidder’s own risk. Bids which are not responsive to the requirements of the Tender will be rejected.

12. While all efforts have been made to avoid errors in drafting of the Tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the Tender documents shall be entertained.

13. The Bidder shall carry out all the work strictly in accordance with Specification, Standard Practices and instructions of NATRAX or NATRAX’s representative and deviation on any account will not be permitted. If in the opinion of NATRAX,

changes have to be made and it desires the Bidder to carry out the same. The decision of NATRAX in such cases shall be final and shall not be open to arbitration.

14. The successful Bidder is bound to carry out associated work necessary for the completion of the job even though such items are not included in the quantities to achieve end results and deemed to be priced in the other items. No claim on this account shall be entertained.
15. Addendum / Corrigendum (if required) to the Tender may be issued prior to the date of opening of the Bid to clarify or to intimate any changes/modifications etc. All such addendum / corrigendum shall be treated as an integral part of the Tender.
16. Any effort by a Bidder to influence NATRAX or any of its functionaries in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning award of contract, may result in rejection of the Bid.
17. In order to afford prospective bidders, reasonable time for preparing their Quotes after taking into account such amendments, NATRAX may, at its discretion, extend the deadline for submission of Bids.
18. Information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.
19. NATRAX reserves the right to accept / reject or modify any Bids, and to annul the Tender process and reject all Bid(s)/quotation(s), at any time prior to award of Contract, or to divide the Contract between/amongst Bidders without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for NATRAX's action. Any Bidder not following ITB stands rejected.

Annexure-I (B)

20. Special Conditions of contract:

a.	Scope of work	Repairing of MS Rolling Shutter of Client Workshop No .4 & 11 at NATRAX Pithampur
b.	Contract Period	10 Days from the date of Issue of Work Order.
c.	Engineer In-charge (EIC)	Shall be notified to successful bidder.
d.	Rate Firmness	The charges/rate quoted by supplier must be firm throughout the Contract period and no escalation of any kind is

		permissible. The "final contract value" shall be derived on the completion of work at actual.
e.	Defect Liability Period	Not applicable
	Payment, Mode and Retention	<p>i. 100% Payment shall be made on the submission of final bill along with supporting document and certified by EIC.</p> <p>ii. Payment shall be made after statutory deduction as applicable.</p> <p>iii. Advance payment: maximum 10% of contract value may be paid after receiving request from contractor and submission of bank guarantee of 110% of the requisite amount. An interest 10% per annum shall be charged on the outstanding advance payment. The said advance payment shall be released in minimum two instalments. Contractor has to submit a utilization certificate for the said advance payment.</p> <p>iv. The GST/Taxes & duties of Govt. will be reimbursed on actual basis upon the submission of original receipt / documentary evidence.</p> <p>All the payments shall be made through RTGS only.</p>
	Quantity Variations / Revision Rates	<p>NATRAX shall, having regard to the Scope of Works and the approved Contract Price, shall have power to order variations within the Scope of the Works as considers necessary or avoidable during the progress of the Works. Such variations shall form part of the Contract and the Contractor shall carry them out and include them in updated Programmes produced by the Contractor. Oral orders for Variations, unless followed by written confirmation, shall not be taken into account. There will not be any revision in rates for all the items provided in BOQ for any extent of variations, during the entire currency of the contract.</p> <p>New rate or price shall be derived from market rate. or New rate or price shall be derived from any relevant rate or price in the contract BOQ. or New Rate or Price for NON BOQ items shall be finalized by the NATRAX representative based latest Applicable DSR or MPSoR.</p> <p>During repairing, if anything other than the above is found, its payment will be made at the market rate as per the</p>



		quantity required.
h.	Liquidated Damages	Not Applicable
i.	Project Facility / Place of Installation/delivery	NATRAX Site NH-52, Old Agra- Mumbai Highway, Near to Pithampur Flyover, Post Khandwa (Near Pithampur), Dhar District, Madhya Pradesh-454774
j.	Performance Security	Not applicable
k.	Returning of Performance Security (PBG)	Not applicable
l.	Returning of Retention Money	Not applicable
m.	Other Terms and conditions	i. No extra charge is payable for to and fro, boarding and lodging for the service personnel coming to NATRAX.
n.	Water supply & Electricity Charges	i. Electricity: Free of Cost ii. Water supply: Free of Cost
o.	Termination of Contract	If the work/service is found to be not satisfactory or not found as per the specification indicated in this document, the Contract will be terminated with short notice of 14 days in writing. In case of termination the balance work shall be completed by NATRAX through any other party on the risk & cost of contractor.

21. The bidder should give the following, duly signed and sealed, failing to which the bids will be summarily rejected:

22. DECLARATION:

(To be executed on Bidder's letter head)

I/We having acquainted with the content & requirement of this Tender No. **NATRAX/-----**, dated _____ and do hereby accept to furnish the same in compliance with all terms & conditions. I/we have not tampered/modified the tender in any manner and breach of any such, will result in rejection of Tender and / or prosecuted.

I/ We hereby declare that the firm/company has not been blacklisted or debarred in the



past by any other Government organization from taking part in Government tenders.

In case the above information found false or in case of breach of any of terms and conditions at any stage of Tender or Contract, I/We are fully aware that the Tender/ Contract will be rejected / cancelled by NATRAX and Payments (for completed/partially completed), Retention, Bid Security (EMD), Performance Security, etc., shall be forfeited.

Signature of the Bidder: _____

Name and Designation: _____

Address: _____

Contact details: _____

Place:

Date:

Seal of the Bidder's Firm



23. Check list to be filed by all the bidders:

Sl. No.	Documents to be submitted along with Technical Bid.	Status of Submission (Indicated Yes/No)	Ref. Page No. of Bid
1	Has the Bid Document been issued to you?		
2	Have you downloaded this tender document from NATRAX Website?		
3	Whether the requisite Earnest Money deposit of Rs. ----- is enclosed	Not applicable	
4	Bidder Profile		
4.1	Legally valid entity , documents as per NIQ/Tender have submitted?		
4.2	Copy of GST Registration		
4.3	Copy of MSME Registration		
4.4	Copy of bank account details		
5	Have you read and understand the complete tender documents including attachments.		
6	Have you understand the scope of work, technical specification, requirement of this tender .		
7	The financial bid/quotation is submitted in separate sealed envelope/password protected PDF file.		
8	Whether all the documents submitted for this tender is seal & signed by authorized signatory.		
9	Whether the contact details of the authorized person is submitted		

ANNEXURE - II

TECHNICAL CONDITIONS OF CONTRACT-

AS PER BOQ





Form for the submission of Financial Bid

Financial Proposal Submission Form
(To be Executed on Letterhead of the Bidder)

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To:
The Head Procurement
NH-52, Old Agra- Mumbai Highway,
Near to Pithampur Flyover,
Post Khandwa (Near Pithampur)
Dhar District, Madhya Pradesh-454774

Dear Sir,

We, the undersigned, offer to provide the equipment & services in accordance with your Tender No. _____, dated _____ and our Technical Bid. Our attached Financial Bid includes the price in the format for financial bid provide as part of tender documents. The total price of our offer is _____ (in figures and words) and includes all the deliverables under this tender as per our Technical Bid.

We hereby declare that all the information and statements made in this Bid is true and complete in all respects and is as per the guidelines and terms & conditions laid down in the tender document. We further understand that any information which is found false or is not as per the guidelines and terms & conditions of the tender document may lead to our disqualification.

Our Financial Bid shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Bid.

We understand NATRAX has right to accept or reject our Bid as per its discretion.

Yours sincerely,

Authorized Signature [In full]: _____

Authorized Signature [In initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

[Note : To be signed in blue ink]



ANNEXURE-III- Bill of Quantities (BOQ)/Financial Bid

BILL OF QUANTITY FOR REPAIRING OF MS ROLLING SHUTTER OF CLIENT WORKSHOP NO. 4 & 11 AT NATRAX PITHAMPUR (M.P.)						
S.NO.	ITEM DESCRIPTION	UNIT	QUANTITY	RATES'S (INR)		AMOUNT
				IN FIGURE	IN WORDS	
1	Repairing of MS Rolling Shutter including Oiling & Greasing, increasing of spring temper, opening of cover, tightening of all nut bolts and replacement of rusted nut bolt, alignment of Rolling shutter flaps, supply and fixing of springs and providing and replacing of Gear assembly of Client Workshop No.4 (Size 5x4 Mtr)	Job	1			
2	Repairing of MS Rolling Shutter including Oiling & Greasing, increasing of spring temper, opening of cover, tightening of all nut bolts and replacement of rusted nut bolt, alignment of Rolling shutter flaps, Alignment of Electric Motor of Client Workshop No. 11 (Size 5x4 Mtr)	Job	1			
3	Sipplying and fixing of MS Shutter pipe 50mm dia heavy of thickness 6 mm.	Mtr	QRO			
	Total Amount					
	Add GST @18%					
	Total Amount					

Note: the quoted rates should be inclusive of Taxes, duties, Transportation etc all, NATRAX shall not accept any other make of model other than mentioned in BOQ above.

Signature of the bidder



ANNEXURE -IV

NATRAX Bank details to be used for submission of EMD/Tender Fee (if any) & procedure for passwords protection

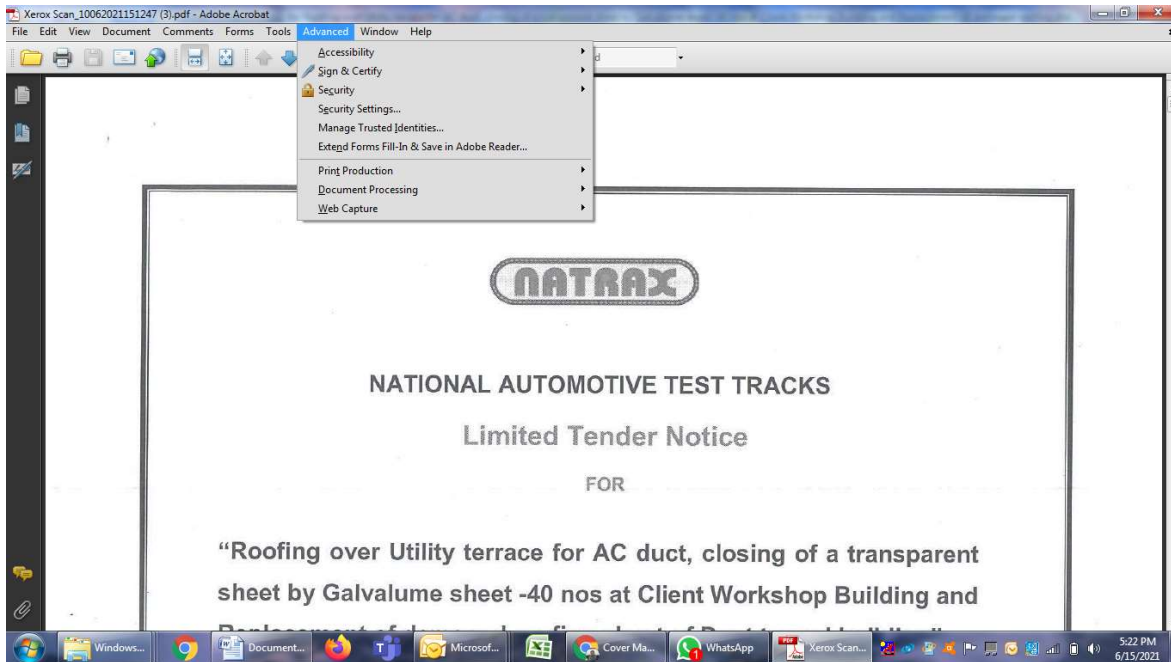
The image shows a cancelled Bank of Baroda Savings Account form. The form includes the following details:

- Bank of Baroda Logo:** बैंक ऑफ़ बड़ोदा, Bank of Baroda
- Branch Address:** पीठपुर धार - ४५४७७५, PITHAMPUR, DHAR - 454775, RTGS / NEFT IFSC CODE : BARB0PITHAM
- Account Type:** सेविंग्स खाता SAVINGS ACCOUNT
- Validity:** जारी की गई तारीख से तीन माह के लिए वैध / VALID FOR THREE MONTHS FROM THE DATE OF ISSUE
- Payee:** Pay _____ or Bearer
- Amount:** Rupees रुपये _____ या धारक को
- Account No.:** 57730100011758
- Signature:** A large handwritten signature is written across the form, with the word "Cancelled" written in red ink over it.
- Authorized Signatory:** AUTHORIZED SIGNATORY (Please sign above)
- Barcode:** 000000 4520 2026 01 1758 31

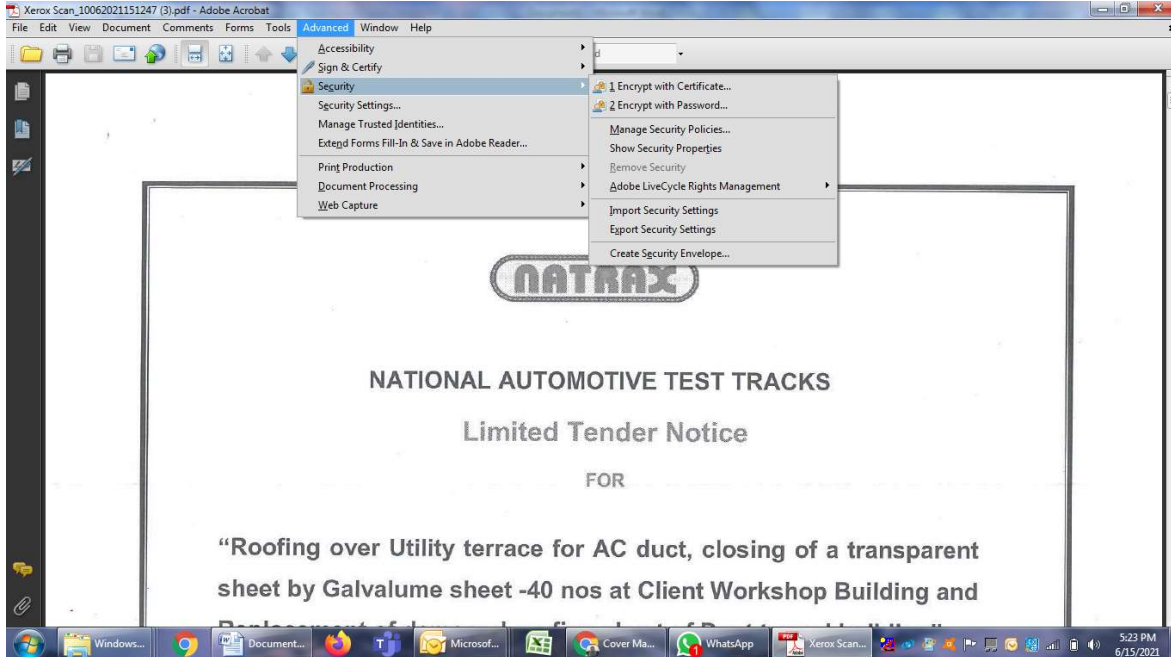
Handwritten signature

Steps for loading passwords in PDF Files-Method I

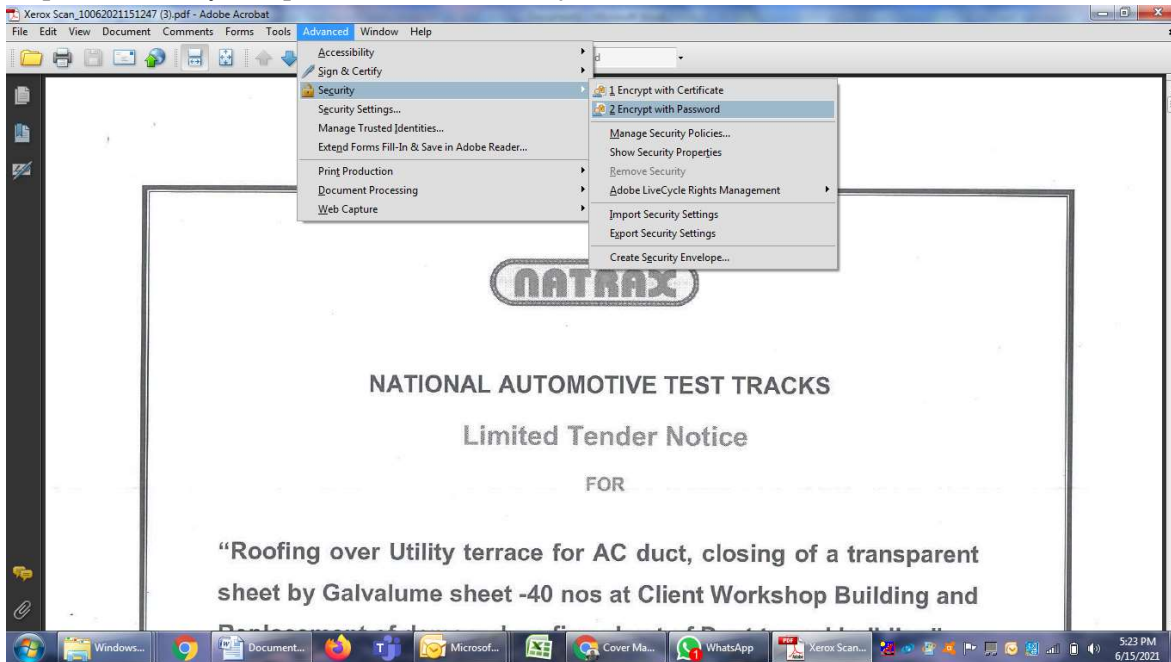
Step 1- please open PDF file and click on "Advance" tab.



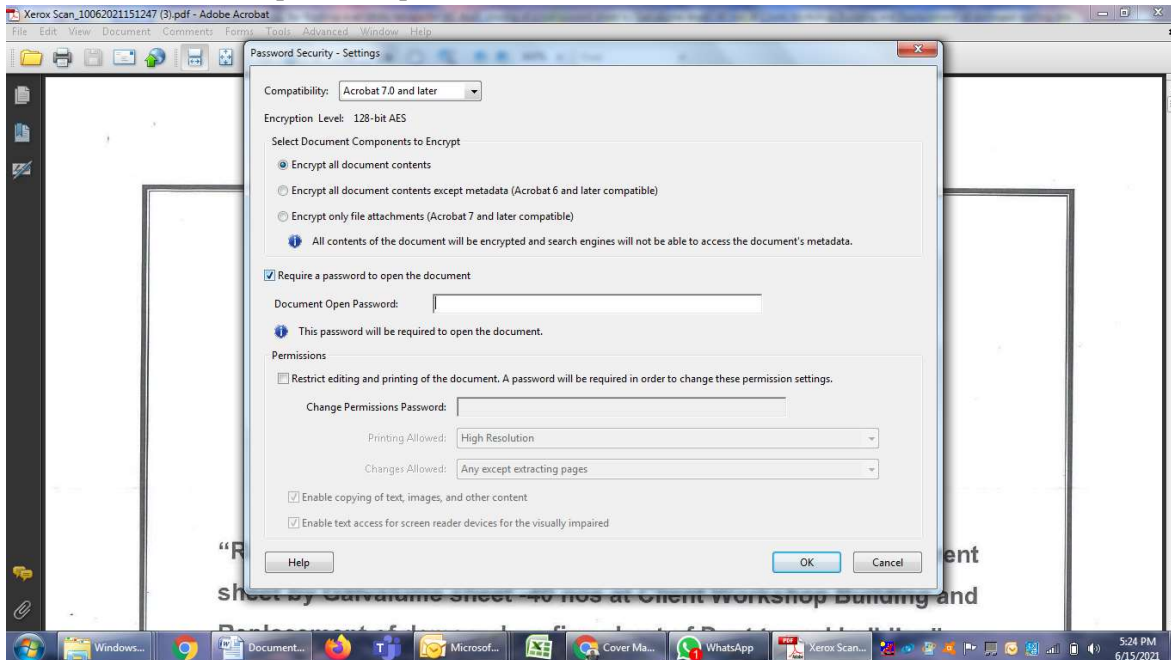
Step 2- in advance tab, please click on "Security" tab.



Step 3- in security tab, please click on "2 Encrypt with Password".



Step 4- after that below window will open, please check in option "Required a password to open the document". Then please fill password and click "ok".



Step 5- after that below window will be open, please fill same password again, and click “ok”.

